

on the Record, Online

*News about South Carolina's state and local government records management
from the South Carolina Department of Archives & History*

Volume 4 ♦ Number 1 ♦ September, 2005

***For publications and further information about our services to
state and local governments, check our [WEB](#) page.***

State Library Grant for Archives Catalog Conversion

Thanks to a grant awarded under the Library Services and Technology Act (LSTA) and administered by the SC State Library, the SC Department of Archives and History (SCDAH) will make its extensive catalog of information about the Archives' holdings of state and local government records available to the public via the World Wide Web. The LSTA grant provides the funds necessary to convert the Archives' outdated DOS-based catalog to Windows software that will be accessible over the internet. The old system, implemented in the mid-1990s, was only available to patrons who visited the SCDAH Reference Room. Off-site researchers had to rely on an abbreviated listing of records on the [SCDAH website](#). In making the award, State Librarian James Johnson cited the pressing need for the SCDAH "... to acquire the information technology necessary to make their rich holdings more accessible to South Carolina's citizens." According to SCDAH Reference Room supervisor Steven D. Tuttle, the LSTA grant "... will dramatically increase information for the public about Archives holdings of colonial, state and local government records from 1671 to the present, making it possible to search from anywhere with Internet access."

The expected benefits of the LSTA-funded project are:

- Catalog data will be saved, protected, and properly maintained
- The catalog will be easier to understand and use than the previous DOS version, and it will be available to the public at home as well as at the Archives
- SCDAH holdings will be more accessible to new groups of users who otherwise might not visit the Archives
- SCDAH operations will be brought into the 21st century, facilitating future linking of scanned historical records to descriptions in the online catalog
- Better service to the people of South Carolina

The conversion of the old catalog is a fifteen-month project that is scheduled for completion by fall 2006.

SCPRA November Conference

The SC Public Records Association will hold its annual conference in Myrtle Beach November 2-4, 2005. Sessions will cover a range of topics, including FOIA, developing IT relationships, implementing a records management program, Archives services and activities, managing special media records, and much more. [This link offers more details](#). Attendance is limited – register now!

2006 Records Management Conference Planning Underway

The Archives will hold its second records management conference on April 25, 2006 at the SC Archives and History Center. As with the first conference, the focus will be on the Archives' policies, practices, and services to South Carolina state agencies and local governments. If you have suggestions for conference sessions, please feel free to contact [Richard Harris](#) or [Bill Henry](#).

FY 2005 Accessions

The Archives accessioned 620 cubic feet of paper records and 212 rolls of microfilm of state agencies and local governments in the last fiscal year. [Follow this link](#) to see a full list of the records accessioned.

State Records Center Services

The State Records Center (SRC) provides a low-cost alternative for the storage of state government records that are not needed on-site in state agencies but must be retained for a limited time for legal, audit, or administrative reasons. Currently the SRC provides storage for forty state agencies. During FY 2005, the SRC destroyed 12,710 cubic feet of records that had reached their specified retention period and accepted for limited term storage 9,021 cubic feet of state agency records. More information about the SRC is available [on-line](#).



Electronic Records Guidelines Complete

The final sections of the Archives' Electronic Records Guidelines have been completed. The entire set of guidelines are available [on-line](#).

State and Local Government Records Advisory Councils Meetings

The Local Government Records Advisory Council (LGRAC) and the State Government Records Advisory Council (SGRAC) both met in June. Each council was briefed on the Archives' records management activities and asked to brainstorm on how the Archives could make better use of its resources in serving state agencies and local governments. The meeting summaries for both the [LGRAC](#) and [SGRAC](#) are available on-line.

Bahamian Archivists Visit the Archives



On July 11, 2005, eighteen members of the [National Archives of the Bahamas](#) visited the Archives and had tours of the Archives and History Center and presentations by Archives staff members on our records management, reference/public access, conservation, micrographics, and digital imaging programs. [Photographs from the visit.](#)

News from the Wider World

Maintaining Government Records in a Digital World – From Government Technology's *Public CIO*, May 2005: www.public-cio.com/story.php?id=2005.04.29-93834

Council of State Governments' report outlines major trends for state governments: ten change drivers will shape public policy for the next five years and beyond: www.csg.org/nr/csg/images/TrendsInAmericaFinal.pdf

Metadata Management Returns to the Fore – From *ComputerWorld*, July 18, 2005: www.computerworld.com/printthis/2005/0,4814,103262,00.html

A Final Word

Here we are at the beginning of a new fiscal year. The future looks a good deal brighter than it has for the past several years, as budget reductions seem to be 'history' for many of us. As you will note above, there is much to be thankful for and to look forward to regarding state and local government records in the Palmetto State. A grant from the State Library is going to make the Archives' holdings of historical records from your offices much more accessible to you and the general public than ever before. We are following up on our very popular records management conference with a second one in 2006, and the SCPRA has a great conference coming up this November. The Archives is also about to begin information gathering for a new strategic plan. You will be hearing more about that in future issues of this newsletter and have a very good chance of being contacted for your input. Stay tuned . . .

[Roy H. Tryon](#), CA, CRM
State Archivist and Records Administrator



Links

Abbreviated Guide listing on Website

www.state.sc.us/scdah/guide/guide.htm#guide

2005 SCPRA Conference

www.scpa.org/Events/2005Fall/conference.htm

2004-2005 Archives Accessions

www.state.sc.us/scdah/2005Accessionsrpt.pdf

State Records Center

www.state.sc.us/scdah/src.htm

Electronic Records Management Guidelines

www.state.sc.us/scdah/erg/erg.htm

Local Government Records Advisory Minutes

www.state.sc.us/scdah/LGRAC062805.htm

State Government Records Advisory Minutes

www.state.sc.us/scdah/sgrac06162005.htm

Bahamas National Archives

www.bahamasnationalarchives.bs

Photos from the visit

www.palmettohistory.org/nab/bahamacollage.htm

Maintaining Government Records in a Digital World

www.public-cio.com/story.php?id=2005.04.29-93834

Council of State Governments' Report Outlines Major Trends

www.csg.org/nr/csg/images/TrendsInAmericaFinal.pdf

Metadata from Computerworld

<http://www.computerworld.com/printthis/2005/0,4814,103262,00.html>